

Ethical Standards for Global Career Development Facilitators

Section A: General

1. The GCDF will adhere to this Global Career Development Facilitator Code of Ethics.
2. GCDFs recognize the extent of their training and provide only services and use techniques for which they are qualified by training and/or supervised experience. GCDFs recognize that their competency is in career assistance, not in career counseling or psychotherapy.
3. GCDFs improve practices and services through continuing education and in-service practice throughout the GCDFs' careers. The GCDFs operate within the limits of the GCDF scope of practice.
4. The use of assessment instruments or procedures must be within the GCDFs' scope of training.
5. It is the responsibility of the GCDFs to balance client and organizational needs.
6. GCDFs avoid public behavior that is clearly in violation of accepted moral and legal standards.
7. GCDF products and services, including classroom instruction, public lectures, demonstrations, written articles, radio or television programs, or other types of the media, must meet the criteria cited in all sections of these standards.
8. The GCDF will maintain confidentiality regarding content discussed with clients and client records unless the Federal, state or employing institution laws and policy require disclosure.

Section B. Global Career Development Facilitator (GCDF) Relationships with Clients and Employers

1. GCDFs must recognize and advocate for client freedom of choice in GCDF services.
2. The GCDF/client relationship and information resulting from it must be kept confidential, consistent with the obligations of the GCDF's employment setting.
3. If the GCDF cannot assist the client or the client's needs are outside the GCDF's scope of practice, the GCDF will identify and refer properly.
4. The GCDF must alert the employer to conditions that may be potentially disruptive or damaging to the welfare of clients and goals of the agency.
5. The GCDF must inform the employer of conditions that may limit his or her effectiveness.
6. When computer applications are used, the GCDF must ensure that:
 - (a) the client is intellectually, emotionally and physically capable of using the computer application;
 - (b) the computer application is appropriate for the needs of the client;
 - (c) the client understands the purpose of the computer application; and
 - (d) follow-up is provided for the client to both correct possible problems (misconceptions or inappropriate use) and to assess further needs.
7. GCDFs will not be sexually, physically, or romantically intimate with clients.
8. GCDFs do not condone or engage in sexual harassment that includes deliberate or repeated comments, gestures, or physical contact of a sexual nature.
9. GCDFs do not bring their personal or work issues into the GCDF/client relationship.
10. GCDFs are aware of the impact of stereotyping and discrimination (i.e., biases based on age, disability, ethnicity, gender, race, religion or sexual orientation), and guard the individual rights and personal dignity of the client.

Section C: Consultation/Supervision

1. GCDFs must establish working relationships and agreements with consultants, supervisors, employers and/or subordinates regarding the GCDF/client relationship, confidentiality, distinction between public and private materials, maintenance and dissemination of recorded information, work load and accountability. Working agreements in each instance should be specified and made known to those concerned.
2. Consultation/supervision will be sought at any time that the GCDFs have concerns, questions, or doubts that they may be practicing outside of their competency area or outside the GCDFs' scope of practice.

Ethical Standards for GCDFs - Revised 03/2007

Accessed from GCDF Application at www.cce-global.org / June 2007
Handout prepared by: Northeastern Education and Business Alliance